



OUR NATIONAL MARINE SANCTUARIES



INTERNATIONAL PROGRAM: ACTION PLAN, PROTOCOLS AND PROGRAMS



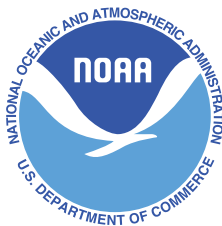
AUGUST 2006

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL OCEAN SERVICE
NATIONAL MARINE SANCTUARY PROGRAM





NATIONAL MARINE SANCTUARIES



INTERNATIONAL PROGRAM:
ACTION PLAN, PROTOCOLS AND
PROGRAMS



EXECUTIVE SUMMARY

THIS INTERNATIONAL ACTION PLAN *has been prepared by the National Marine Sanctuary Program (NMSP) to describe how it will fulfill one of its legislative purposes, namely “to cooperate with global programs encouraging conservation of marine resources,” and to achieve its strategic goals, objectives, and performance measures for international activities. The primary goal for international activities is stated in the NMSP Strategic Plan as Goal 6, “Work with the international community to strengthen global protection of marine resources, investigate and employ appropriate new management approaches, and disseminate NMSP experience and techniques.”*

This plan describes the authority for international activities and identifies program linkages among larger agency and external strategic plans and projects. It also provides the strategies and activities, and their status, schedules, and needs, that are necessary to help achieve Goal 6 and its objectives, and other goals and objectives of the NMSP strategic plan. The action plan includes a program effectiveness section with milestones and performance measures for international activities. The primary performance measure for international activities is: “By 2010, five new collaborative projects with either new or existing international partnerships will be initiated and demonstrating protection of the marine environment.”

The action plan concludes with a series of appendices that contain detailed descriptions of important program components (such as a sister sanctuary program, a minigrant program, and an inventory of projects), and more practical provisions that will help support the effective conduct of international activities (such as a program protocol and international travel guidelines).



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INTRODUCTION

The National Marine Sanctuary Program (NMSP), an element of NOAA's National Ocean Service (NOS), has become increasingly involved in international projects and programs related to marine protected areas and marine resource protection. Many countries are building cooperative partnerships with NOS and NMSP to exchange technical information and expertise. Such work often involves integrated and coordinated participation across federal agencies and programs, as well as with partner organizations in state government, non-governmental organizations, academia, and private sector organizations. Because oceans extend across jurisdictions or political boundaries, it is important for marine programs to seek out opportunities that likewise extend beyond traditional political borders, and work together to promote global ocean health.

The NMSP uses international interactions, exchanges, and projects to further the stewardship mission of the NMSP and to meet the system's strategic goals and objectives relevant to international activities. These goals and objectives (discussed in more detail below) are contained in the NMSP Strategic Plan. International activities by the NMSP are mentioned specifically in Goal 6 and indirectly in Goal 2. The goals derive directly from the National Marine Sanctuaries Act (NMSA), the authorizing legislation of the NMSP. This action plan describes the components of the International Program and discusses how the program's components are and will be used to achieve the strategic goals and objectives. This document is intended to be updated, as needed, to reflect the NMSP International Program as it evolves.

Benefits of the NMSP International Program include improving resource protection globally through:

- Strengthening global marine resource protection and conservation by continuing to demonstrate and enhance NOAA-leadership in marine protected area management; and
- Directly contributing to targeted enhanced resource protection by providing long term planning and investment in international MPAs, including following through with past projects to ensure capacity to manage the resources is stabilized.

Benefits also include improving NMSP management by building capacity through:

- Exploring appropriate new approaches for sanctuary management by increasing opportunities for the NMSP to develop beneficial partnerships with other countries with similar responsibilities and interests;
- Meeting the mandates of the NMSA more efficiently and effectively by continuing to build new program capacities, including effective application of international instruments and treaties; and
- Enhancing the professional skills and knowledge of the U.S. managers, scientists, educators and other staff by exchanging experiences and ideas with colleagues from other countries and regions.

AUTHORITY

Section 305 (c) of the NMSA directs the Secretary of Commerce to cooperate with other governments and international organizations in furtherance of the NMSA for the protection and management of special marine areas. This provision was added in the 1992 reauthorization (“Oceans Act”) of the NMSA. The Oceans Act states that Congress intended for the NMSP to have a strong international element, if existing sanctuaries did not suffer as a result of such an element. The legislative record states that “It is hoped that NOAA will become more involved in the development and exchange of ideas, on a global basis, for the conservation and management of marine resources, particularly those within marine protected areas. The Committee understands that increased international cooperation may include provision of technical assistance and exchange of information. Due to the financial constraints on the program, such assistance should be provided when it is of benefit to the program and if management of existing sanctuaries will not suffer as a result.”

The legislative history also shows that Congress understood the importance of an international component to the program. House Report No. 102-565, Views of Dennis M. Hertel states “...interagency cooperation is paramount to a successful NMSP. Coupled with this notion is the ability of the Secretary of Commerce to view the NMSP from a global perspective, encouraging discourse with other nations involved in international research on, and preservation of, marine and freshwater resources.”

Goal 6 of the NMSP Strategic Plan summarizes the NMSP's role in international activities. The NMSP works "...with the international community to strengthen global protection of marine resources, investigate and employ appropriate new management approaches, and disseminate NMSP experience and techniques." The objectives under Goal 6 are as follows:

Objective 1: "Develop multilateral program relationships to interact with, share knowledge and experience with, and learn from international partners to improve the NMSP's management capacity, and bring new experiences to marine protected area management in the U.S."

Objective 2: "Investigate the use of international legal conventions and other instruments to help protect sanctuary resources, including those that are transboundary or shared."

Objective 3: "Cooperate to the extent possible with global research initiatives in order to improve the overall understanding of the ocean."

Objective 4: "Make education and awareness programs accessible through international efforts to increase the global population's awareness of ocean issues."

Goal 2 of the NMSP Strategic Plan states that the program works to "...build and strengthen the nation-wide system of marine sanctuaries, maintain and enhance the role of the NMSP's system in larger marine protected area networks, and help provide both national and international leadership for marine protected area management and marine resource stewardship."

Objective 1: "Develop an ecosystem-based context in which sanctuaries exist to facilitate identification of potential new sites, in coordination, to the most practical extent, with community, regional, national, and international efforts."

Objective 2: "Initiate, coordinate and participate in ecosystem-based and network initiatives and projects at the regional, national, and international levels."

Objective 3: "Develop and maintain interagency partnerships and collaborations, particularly with other national and international protected area and resource managers."

NMSP INTERNATIONAL PROGRAM LINKAGES

NOS INTERNATIONAL PROGRAM

The NOS International Programs Office (IPO) was established to serve as a focal point for NOS-wide international activities and to coordinate cross-program international activities between NOS and national and foreign government agencies, non-governmental organizations, and donor organizations. NMSP is a key executing agent of NOS's vision for global leadership in integrated ocean management. NOS is currently developing a corporate strategy for its international activities. The NMSP International Program will play a critical role in the development and implementation of the NOS corporate strategy.

The vision stated in the NOS Strategic Plan (2005-2010) is to be a "Global leader in Integrated Management of the Ocean." NOS provides expertise to influence ocean management on a global scale, to work with other nations and learn from them, and to lead international ocean policy formulation and governance and integrated ocean management. International leadership is one of the cross-cutting priorities outlined in the strategic plan. NOS works closely with the U.S. State Department and other nations from Asia, Latin America, the Caribbean and Africa, to advance worldwide capacity for effective resource management and coordinated scientific research into questions of common interest. It also works with international partners such as the United Nations Environment Programme, the International Maritime Organization, the Intergovernmental Oceanographic Commission, the World Conservation Union and the International Coral Reef Initiative on cross-boundary issues that affect the world's marine and coastal environments and on efforts in mapping and charting. NOS will continue bilateral programs to foster global collaboration and international partnerships and country-to-country agreements.

NMSP works in collaboration with several NOS partners, including but not limited to the National MPA Center and the Coral Reef Conservation Program. The NOS Strategic Plan (2005-2010) can be found at <http://www.spo.noaa.gov/pdfs/NOS_strategic_plan_2005-2010.pdf>.

NOAA INTERNATIONAL PROGRAM

NOAA recognizes the value of learning from the experiences of international partners and benefits by working together on common issues. Internationally, NOAA supports and promotes policies and interests in ecosystem-based management, climate science, Earth observations, water management and weather forecasting. The NOAA strategy is to foster the active leadership of interagency and international environmental programs and policies, consistent with the agency's goals.

The NOAA International Affairs Council is responsible for supporting and coordinating international activities at the agency level. The Council listed twelve overarching goals for international engagement in November 2005. These goals provide an important guide to NMSP international plans and programs. The NMSP International Program supports nine of the twelve goals:

- Improve free and open exchange of data between countries;
- Improve stewardship of natural resources through international cooperation;
- Promote decision-making based upon science and observational data;
- Increase partnership in research and science;
- Increase exchange of expertise and knowledge between countries;
- Increase creative application of NOAA expertise in diverse contexts;
- Meet U.S. Government responsibilities under legislative and international commitments;
- Prepare and respond to natural resource emergencies abroad in support of U.S. foreign policy and at the request of foreign governments; and
- Exercise leadership and advance U.S. Government interests through multilateral and bilateral engagement.

The NOAA 2006-2011 Strategic Plan can be found at <<http://www.spo.noaa.gov/strplan.htm>>.

U.S. COMMISSION ON OCEAN POLICY REPORT

The U.S. Ocean Commission's report *An Ocean Blueprint for the 21st Century* (September 2004) states that the U.S. should act cooperatively with other nations in developing and implementing international ocean policy, reflecting the deep connections between U.S. interests and the global ocean. Specifically, in Chapter 29: Advancing International Ocean Science and Policy (Recommendation 29-8), the U.S. Commission recommends that: "The United States should increase its efforts to enhance long-term ocean science and management capacity in other nations through grants, education and training, technical assistance, and sharing best practices, management techniques, and lessons learned."

PEW OCEANS COMMISSION REPORT

The Pew Oceans Commission's report *America's Living Oceans* (May 2004), Chapter 7: Beyond Our Borders, recognizes the international nature of the threats facing our oceans. The Commission states that the U.S. must demonstrate leadership in the area of marine protection by ratifying critical international conventions, such as the 1982 United Nations Convention on the Law of the Sea, the 1992 Convention on Biological Diversity, and other conventions regarding highly migratory species, persistent organic pollutants and sustainable aquaculture. Many of the Pew Commission recommendations – to protect fisheries, reduce pollution in coastal waters, and preserve coastal habitat – require action at home and abroad to be successful.

U.S. OCEAN ACTION PLAN

On December 17, 2004 President Bush submitted to Congress the U.S. Ocean Action Plan as his formal response to the U.S. Commission on Ocean Policy Report. Many of the activities and proposals discussed in the Ocean Action Plan address international cooperation. For example, the action plan directs federal agencies to develop new international partnerships to enhance management of coral reefs. It also promotes international deep sea coral research and international conservation of sea turtles and their habitats. The section of the plan on Advancing International Ocean Policy and Science includes the following primary action items:

- Support Accession to the UN Convention on the Law of the Sea
- Increase Membership and Strengthen the Implementation of the London Convention
- Support an Integrated Approach to Oceans Management and Reduction of Land-based Pollution
- Work with Congress to Ratify Amendments to MARPOL Convention Cutting Pollution from Marine Engines Worldwide
- Link the Global Marine Assessment and Global Earth Observation System of Systems

The Ocean Action Plan directs the Executive branch agencies to facilitate, as appropriate, coordination and consultation regarding ocean-related matters among Federal, State, Tribal, and local governments, as well as the private sector, foreign governments, and international organizations.

WORLD PARKS CONGRESS AND WORLD COMMISSION ON PROTECTED AREAS

The Fifth World Parks Congress meeting in Durban, South Africa, called upon the international community to establish by 2012 a global system on effectively managed, representative networks of marine and coastal protected areas (MPAs). Countries around the globe are responding to World Commission on Protected Area's (WCPA) recommendation by creating national and transboundary networks of MPAs without the management capacity to effectively manage these MPAs. The NMSP's commitment is to assist, where possible and needed, in helping to build MPA management capacity.

NMSP INTERNATIONAL STRATEGIES AND ACTIVITIES

The following strategies and activities are needed to attain the goals and objectives set out in the NMSP Strategic Plan. Some of these strategies are inward-looking and focus on how the NMSP will work internally to build infrastructure for the International Program, to make best use of the experiences gained through international initiatives, and to coordinate with other parts of NOAA. Another strategy details how the NMSP International Program will utilize international instruments and other mechanisms to improve the management of marine protected areas at home. The last strategy identifies how the International Program will deliver expertise to its partners. The strategies and activities are listed below. The following table (Table 1) links those strategies and activities to program goals and objectives.

Strategy 1: Build an infrastructure for the NMSP International Program.

Activity A: Appoint an International Coordinator to manage the NMSP International Program and to coordinate across NOS/NOAA.

Activity B: Establish and operate a NMSP International Task Force to coordinate and consult on international activities.

Activity C: Establish and maintain an inventory of international projects (Appendix G).

Activity D: Establish and track a separate funding account for international activities.

Activity E: Establish relevant milestones and track NMSP involvement in international activities.

Activity F: Evaluate and finalize the NMSP performance measures for the International Program.

Activity G: Prepare and distribute NMSP guidelines for international travel for NMSP staff (Appendix E).

Activity H: Prepare and distribute a protocol on the NMSP roles and responsibilities for the International Program (Appendix A).

Activity I: Prepare an annual report on the International Program.

Strategy 2: Build operational and technical capacity and experience within NMSP based on international exchanges and experience.

Activity A: Create and maintain skills and knowledge capacities database (Appendix H).

Activity B: Develop the NMSP International Studies and Collaborative Management Program (Appendix C), including identifying learning opportunities, projects, and funding opportunities.

Activity C: Develop a list of external opportunities for NMSP staff training and professional development.

Strategy 3: Identify and maximize use of legal and other international mechanisms to help protect sanctuary resources.

Activity A: Build and evaluate an inventory of international legal conventions and instruments, including IMO tools, World Heritage Program, and others.

Activity B: Work with experts and partners to identify innovative, informal, and/or alternative methods of resource protection and marine protected area management.

Strategy 4: Improve the ability of the NMSP to exchange expertise and services to facilitate the design, designation, implementation, and management of marine protected areas, including research and education activities.

Activity A: Participate in and present at appropriate international conferences and workshops.

Activity B: Host international conferences and workshops as appropriate.

Activity C: Build on existing and new partnerships with the international offices of other federal protected area programs to share and leverage NMSP expertise and experience.

Activity D: Define and develop a Sister Sanctuary Program (Appendix B).

Activity E: Build and maintain an extensive presence on the intranet and internet for the International Program, including translation of materials into appropriate languages if possible.

Strategy 5: Develop a long-term international strategy for NMSP engagement in international activities.

Activity A: Analyze the NMSP existing investment in international activities on both a thematic and geographic basis.

Activity B: Summarize and analyze lessons learned from current NMSP engagement in international projects and programs.

Activity C: Develop and apply criteria for prioritizing NMPS international projects.

Activity D: Develop a NMSP International Mini-Grant Program (Appendix D) to strategically evaluate proposals for international program funding that align with NMSP goals & objectives.

Activity E: Identify thematic and geographic targets for future NMPS international activities.

TABLE 1: LINKAGES AMONG INTERNATIONAL GOALS AND OBJECTIVES, AND STRATEGIES

		Goal 6: Strengthen global protection of marine resources, investigate new techniques, and disseminate ONMS experience and techniques.				Goal 2: Build and strengthen nation wide system of marine sanctuaries and provide leadership in marine stewardship.		
		Objective 1: Improve internal management capacity through multilateral relationships	Objective 2: Investigate use of int'l legal conventions to protect sanctuary resources	Objective 3: Cooperate in global research initiatives	Objective 4: Improve global ocean literacy	Objective 1: Coordinate with int'l efforts to consider an ecosystem-based context for systems of MPAs.	Objective 2: Participate in ecosystem-based and network initiatives at international levels.	Objective 3: Develop and maintain interagency partnerships with marine protected area resource managers.
International Program Activities								
Strategy 1: Build NMSP infrastructure for the International Program	1A: Appoint Int'l Coordinator	●						
	1B: Establish Int'l Task Force	●						
	1C: Maintain project inventory	●						
	1D: Track project budget	●						
	1E: Track milestones	●						
	1F: Evaluate performance measure	●						
	1G: Update travel guidelines	●						
	1H: Update Int'l Program Protocol	●						
	1I: Prepare annual report	●						
Strategy 2: Build capacity and experience.	2A: Maintain capacity database	●					●	
	2B: Develop ISCMP	●					●	
	2C: Develop training and professional development	●					●	
Strategy 3: Maximize use of int'l instruments.	3A: Identify int'l instruments		●			●	●	
	3B: Identify innovative methods		●			●	●	
Strategy 4: Improve international delivery of expertise and services.	4A: Attend int'l conferences			●	●	●	●	●
	4B: Host int'l meetings			●	●	●	●	●
	4C: Develop int'l partnerships			●	●	●	●	●
	4D: Develop Sister Sanctuary Program			●	●	●	●	●
	4E: Develop intranet/internet presence	●			●	●	●	●
Strategy 5: Develop a long-term strategy for NMSP int'l engagement.	5A: Analyze existing investments	●				●	●	●
	5B: Analyze lessons learned	●				●	●	●
	5C: Develop and apply project criteria	●				●	●	●
	5D: Develop Mini-Grant Program	●				●	●	●
	5E: Identify thematic and geographic targets	●				●	●	●

STRATEGY AND ACTIVITY IMPLEMENTATION

The status, needs, and schedule for completion of each of the strategies and activities identified earlier in the action plan differs depending upon the scope, complexity, and exigency of each one. Progress made on any specific activity, and on the activities as a whole, is subject to available funding and personnel; thus, the following two tables may be adjusted as necessary. Some strategies and activities may also be adjusted based on completion of existing activities and identification of new activities.

Table 2 summarizes the status, needs, and schedule for each of the strategies and activities. Table 3 shows the timeline of each strategy and activity.

TABLE 2: STATUS, NEEDS, AND SCHEDULE OF STRATEGIES AND ACTIVITIES

Strategy	Activity	Status	Needs	Schedule
Strategy 1: Build an infrastructure for the NMSP International Program.	Activity 1A: Appoint International Coordinator	Completed. The Chief of the CPPD will serve as the International Coordinator, whose responsibilities are described in the International Program Protocol contained in Appendix A.	None	N/A
	Activity 1B: Establish International Task Force	In process. The description of the responsibilities of the International Task Force, its members, and meeting schedule in the International Program Protocol contained in Appendix A.	Representatives appointed from each region and division.	Convened by 2 nd Quarter FY06
	Activity 1C: Establish inventory of international projects	In process. The FY06 Project Inventory is contained in Appendix F.	None	Completed by 1 st Quarter FY06
	Activity 1D: Establish and track separate int'l projects account	In process. Projects will be tracked by CPPD staff as defined in the International Program Protocol, Appendix A.	Awaiting FY06 allocation.	N/A
	Activity 1E: Establish relevant milestones	Completed. A long-term program performance measure for 2010 and several FY06 milestones have been established; they are discussed in the International Program Effectiveness section.	Monitoring and reporting guidelines for the program performance measure and milestones.	Completed 2 nd Quarter FY06

TABLE 2 CONTINUED

Strategy	Activity	Status	Needs	Schedule
Strategy 1: Build an infrastructure for the NMSP International Program.	Activity 1F: Establish and finalize performance measure for NMSP International Program	Not yet started.	Tasked to a sub-group of the Task Force	Completed by 4th Quarter FY06
	Activity 1G: Prepare and distribute guidelines for international travel.	Completed. The International Travel Guidelines are attached to the International Program Action Plan as Appendix E.	None	N/A
	Activity 1H: Prepare and distribute a international protocol	Completed. The International Program Protocol is attached to the International Program Action Plan as Appendix A.	None	N/A
	Activity 1I: Prepare annual report on the International Program	Not yet started	Summary information on the status of the International Program, including project status and reporting data on the program performance measure and FY06 milestones.	Completed 1 st Quarter FY07

TABLE 2 CONTINUED

Strategy	Activity	Status	Needs	Schedule
Strategy 2: Build operational and technical capacity.	Activity 2A: Maintain skills database.	In process. The capacity inventory application is attached to the Action Plan as Appendix G.	None	Completed 2 nd Quarter FY06
	Activity 2B: Identify learning opportunities for ISCMP	In process. A description of the ISCMP and a generic application to help document details and other learning opportunities appears in Appendix C.	Staff time and additional information.	Completed 3 rd Quarter FY06
	Activity 2C: Develop list of external opportunities for staff training and professional development	Not yet started	Staff time and additional information	FY07
Strategy 3: Utilize international instruments	Activity 3A: Build inventory of international legal conventions	Not yet started	Staff time and additional information	Completed 4 th Quarter FY06
	Activity 3B: Identify innovative resource protection methods.	Not yet started	Staff time and additional information	FY07

TABLE 2: CONTINUED

Strategy	Activity	Status	Needs	Schedule
Strategy 4: Improve international exchange of NMSP expertise and services	Activity 4A: Participate in conferences and workshops	Ongoing	Staff time and additional information	N/A
	Activity 4B: Host international conferences and workshops	Not yet started	Staff time and additional information	N/A
	Activity 4C: Use existing and establish new partnerships	Ongoing	Staff time and additional information	N/A
	Activity 4D: Define and develop “sister sanctuary” program.	Ongoing. Appendix B.	Staff time and additional information	Completed 1 st Quarter FY06
	Activity 4E: Build presence on the intranet and internet	Not yet started	Staff time and additional information	Completed 2 nd Quarter FY06

TABLE 2: CONTINUED

Strategy	Activity	Status	Needs	Schedule
Strategy 5: Develop a long-term international strategy for NMSP engagement in international activities.	Activity 5A: Analyze the existing investment in international activities on both a thematic and geographic basis.	Ongoing	Staff time and additional information.	Start 3rd Quarter FY06
	Activity 5B: Summarize and analyze lessons learned from current NMSP engagement in international projects and programs	Not yet started	Staff time and additional information.	Completed 4 th Quarter FY06
	Activity 5C: Develop and apply criteria for prioritizing NMSP international projects.	Not yet started	Staff time and additional information.	Completed 4 th Quarter FY06
	Activity 5D: Develop International Mini-Grants Program	In process. A description of the Int'l Mini-Grants Program, including application guidelines, appears in Appendix D.	Awaiting FY06 allocation.	Completed 3 rd Quarter FY06
	Activity 5E: Identify thematic and geographic targets for future NMSP international activities	Not yet started	Staff time and additional information.	Completed 4 th Quarter FY06

TABLE 3: STRATEGY AND ACTIVITY TIMELINE

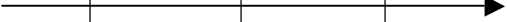




Strategy	Activity	1 st Qtr FY06	2 nd Qtr FY06	3 rd Qtr FY06	4 th Qtr FY06
Strategy 1: Build an infrastructure for the ONMS International Program.	Act. A: Appoint International Coordinator	DONE			
	Act. B: Establish International Task Force		DONE		
	Act. C: Maintain inventory of international projects.				
	Act. D: Track separate int'l budget				
	Act. E: Track relevant milestones				
	Act. F: Evaluate international performance measure				
	Act. G: Prepare international travel guidelines.	DONE			
	Act. H: Prepare and distribute a international protocol	DONE			
	Act. I: Prepare annual report on International Program				

TABLE 3: CONTINUED

Strategy	Activity	1 st Qtr FY06	2 nd Qtr FY06	3 rd Qtr FY06	4 th Qtr FY06
Strategy 2: Build capacity	Act. A: Maintain skills database.				→
	Act. B: Identify learning opportunities for ISCMP			→	
	Act. C: Identify external opportunities for staff training and professional development			→	
Strategy 3: Identify/evaluate international instruments	Act. A: Build inventory of international legal conventions		→		
	Act. B: Identify innovative resource protection methods.		→		

TABLE 3 CONTINUED.

Strategy	Activity	1st Qtr FY06	2nd Qtr FY06	3rd Qtr FY06	4th Qtr FY06
Strategy 4: Improve international exchange of expertise and services.	Act. A: Participate in conferences and workshops.	—	—	—	→
	Act. B: Host international conferences and workshops	—	—	—	→
	Act. C: Use existing and establish new partnerships	—	—	—	→
	Act. D: Define and develop “sister sanctuary” program.		—	—	→
	Act. E: Build presence on the intranet and internet			—	→
Strategy 5: Develop a long-term strategy for NMSP engagement in international activities	Act. A: Analyze existing investments in international activities on a thematic and geographic basis.			—	→
	Act. B: Summarize and analyze lessons learned		—	—	→
	Act. C: Develop and apply criteria for prioritizing NMSP international projects.			—	→
	Act. D: Develop International Mini-Grants Program	—	—	—	→
	Act. E: Identify thematic and geographic targets for future international activities.			—	→

INTERNATIONAL PROGRAM EFFECTIVENESS

PROGRAM PERFORMANCE

Program Performance Measures (PPMs) are system-wide performance targets used to track the achievement of NMSP goals and objectives identified in the NMSP Strategic Plan. One of the 19 PPMs is designed to assess our involvement in the international arenas of marine protected area science, education, and management as it relates to Goals 2 and 6 described above. The measure states that:

By 2010, five new collaborative projects with either new or existing international partnerships will be initiated and demonstrating protection of the marine environment.

The NMSP is required to "...cooperate with global programs encouraging conservation of marine resources" through the NMSA. Currently, there are several collaborative international projects underway within the program, some of which are implemented under formal agreements. Because this PPM was developed in 2005, these existing projects establish the baseline for this PPM (a baseline of 7 projects, with a target of 12 such projects by 2010). As work with countries such as South Korea, Italy, Vietnam, Australia, China, Canada, Mexico, Chile, Colombia, and Ecuador continues, the NMSP seeks to expand these efforts either through continuation of ongoing projects (e.g., development of draft management plans or technical training exchanges), or the implementation of new ones. If the appropriate opportunity arises, the NMSP will also establish projects with new international authorities.

PROJECT PERFORMANCE

A critical element of all these projects is for the NMSP and their respective partners to begin including measurable targets to help identify the results of these projects on the specific resource management issue(s) the partnership was developed to address. These measurable targets would be built-in each upcoming project and tracked on a regular basis. In the future, these targets may be included in the International Projects Inventory, which aims to list all NMSP international projects in any given fiscal year.

NMSP INTERNATIONAL PROGRAM PERFORMANCE MEASURE TRACKING PLAN

Reporting responsibility: Elizabeth Moore, Chief, CPPB

Reporting periodicity: Annually, in December of each year

Target Measures: 1 in 2006, 1 in 2007, 1 in 2008, 1 in 2009, and 1 in 2010

Measurement description and procedure:

According to the program performance measure (PPM) description and goals, once every year, the NMSP must determine how well it is meeting its goal of establishing a new collaborative project that demonstrates protection of the marine environment. As the International Project Inventory is updated each year, it will serve as the primary tracking system for this PPM. When updating the inventory, staff will note the completion of projects as well as submission of new projects in order to gather the information necessary to measure the progress of this PPM. Fundamental to this assessment will be the definition of key terms used in the PPM:

- Collaborative Project means a defined, self-contained project with one or more partners, in which all partners have a substantial role in and realized benefits from the project;
- International Partnership means a formal or informal partnership between the NMSP and one or more non-domestic partners as included in the International Project Inventory; and
- Demonstrating Protection means that the project demonstrates:
 - Prevention of direct harm to a resource; and/or
 - Mitigation of existing impacts on a resource; and/or
 - Restoration of a resource to a more pristine or functional condition; and/or
 - Substantial new or enhanced capacity of managers and staff.

In addition, annual program milestones (as below) will be used to track the progress of the NMSP in meeting its international PPM, as well as its general international mandate. The milestones will provide more detailed information on the achievements of the NMSP International Program and will be revisited annually; new ones may be added and existing ones amended or deleted during the annual review. Results of milestones will also be reported annually.

Current Annual Milestones (2006):

- In collaboration with the GBRMPA, complete a report that defines an implementation strategy for a west coast regional water quality protection program, including consistent monitoring, education, and management elements across all five west coast sanctuaries and that directly supports NOAA's regional ecosystem indicators.
- Complete 3rd year of SPLASH (Structure of Populations, Levels of Abundance, and Status of Humpbacks) project, a three-year multi-national study of humpback whales between the U.S., Canada, and Mexico.
- Fully establish the basic infrastructure for the NMSP International Program by 2006.
- Develop an inventory of existing legal instruments that can help protect sanctuary resources by 2006.

Future Annual Milestones:

Each year, new annual milestones will be prepared. They will always include deadlines to update both the International Action Plan, as well as the International Project Inventory. Other, more project-specific milestones will be added as appropriate. Outyear measures will also likely include the following program-wide measures:

- Ensure that the NMSP is adequately represented by NMSP staff and interpretive products at a minimum of one major international marine conference a year by 2008.
- Ensure that at least one major bilateral agreement or project exists in each of the following regions: North America, Central America, South America, Caribbean, Africa, Mediterranean, Northern Europe, Asia, and Oceania by 2010.
- Ensure two full-time staff are assigned to the NMSP International Program by 2015
- Nominate at least one sanctuary as a World Heritage Site by 2015.
- Request the U.S. Coast Guard to submit at least one request to the International Maritime Organization for vessel-related measures by 2015.

Determining the final target measure:

The final target will be a simple comparison of the number of projects actually attained to the number of projects desired, in this case a target of one project per year.

Measure feedback and review:

As the PPM is monitored over time, both the PPM and the milestones will be revisited on an annual basis to ensure that (1) the PPM is still appropriate to measure progress in meeting the NMSP's international mandates; (2) the targets are appropriate and neither too easy nor impossible to meet; and (3) that annual milestones are adequate, appropriate, and contribute to the overall understanding of how well the NMSP International Program is performing. Adjustments will be made each year, if and as necessary.

APPENDICES

- A. INTERNATIONAL PROGRAM PROTOCOL
- B. SISTER SANCTUARY PROGRAM
- C. INTERNATIONAL STUDIES COLLABORATIVE MANAGEMENT PROGRAM
- D. INTERNATIONAL MINI-GRANTS PROGRAM
- E. INTERNATIONAL TRAVEL GUIDELINES
- F. CLEARANCE FOR FOREIGN NATIONAL VISITORS AND GUESTS
- G. FY 2006 INTERNATIONAL PROJECT INVENTORY
- H. INTERNATIONAL CAPACITY INVENTORY

APPENDIX A: INTERNATIONAL PROGRAM PROTOCOL

SECTION 1. PURPOSE

.01 This establishes a protocol for the NMSP International Program and describes the standards, the roles and responsibilities necessary to conduct international activities.

SECTION 2. POLICY

.01 The National Marine Sanctuaries Act (NMSA) requires the NMSP to “cooperate with global programs encouraging conservation of marine resources” (NMSA section 301(b)(9)).

.02 The NMSP works to “build and strengthen the nation-wide system of marine sanctuaries, maintain and enhance the role of the NMSP’s system in larger marine protected area networks, and help provide both national and international leadership for marine protected area management and marine resource stewardship” (NMSP Strategic Plan, Goal 2).

.02.1 The NMSP will “develop an ecosystem-based context in which sanctuaries exist to facilitate identification of potential new sites, in coordination, to the most practical extent, with community, regional, national, and international efforts” (NMSP Strategic Plan, Goal 2, Objective 1).

.02.2 The NMSP will “initiate, coordinate and participate in ecosystem-based and network initiatives and projects at the regional, national, and international levels” (NMSP Strategic Plan, Goal 2, Objective 2).

.02.3 The NMSP will “develop and maintain interagency partnerships and collaborations, particularly with other national and international protected area and resource managers” (NMSP Strategic Plan, Goal 2, Objective 3).

.03 The NMSP works “with the international community to strengthen global protection of marine resources, investigate and employ appropriate new management approaches, and disseminate NMSP experience and techniques” (NMSP Strategic Plan, Goal 6).

.03.1 The NMSP will “develop multilateral program relationships to interact with, share knowledge and experience with, and learn from international partners to improve the NMSP’s management capacity, and bring new experiences to marine protected area management in the U.S.” (NMSP Strategic Plan, Goal 6, Objective 1).

.03.2 The NMSP will “investigate the use of international legal conventions and other instruments to help protect sanctuary resources, including those that are transboundary or shared” (NMSP Strategic Plan, Goal 6, Objective 2).

03.3 The NMSP will “cooperate to the extent possible with global research initiatives in order to improve the overall understanding of the ocean” (NMSP Strategic Plan, Goal 6, Objective 3).

03.4 The NMSP will “make education and awareness programs accessible through international efforts to increase the global population’s awareness of ocean issues” (NMSP Strategic Plan, Goal 6, Objective 4).

.04 NMSP’s Conservation Policy and Planning Division will provide overall support and coordination on international program activities and work in close cooperation with the International Task Force, the sites and the regions in accordance with NMSP and NOS/NOAA policy.

.05 The International Task Force will provide overall program guidance on international program activities and will advise the International Coordinator.

SECTION 3. SCOPE

This protocol applies to all NMSP international program activities.

SECTION 4. DEFINITIONS

.01 International Action Plan

The International Action Plan is the implementation plan for the NMSP International Program. It is framed around NMSP Strategic Plan Goals 6 and 2 and their objectives. It describes all the program elements of the International Program.

.02 International Activities

Any project involving NMSP staff and/or funding that contains an international component.

.03 International Coordinator

The Chief of the NMSP Conservation, Policy, and Planning Division serves as International Coordinator.

.04 International Mini-Grant Program

The International Mini-Grant Program is used to help develop projects that contribute to the attainment of NMSP

goals and objectives. The program is dependent on annual funding allocations. The International Task Force will make funding recommendations to the International Coordinator and the NMSP Director for evaluation.

.05 International Studies and Collaborative Management Program (ISCMP)

ISCMP identifies detail opportunities, both those originated by the NMSP and those administrated by others (e.g., Embassy Science Fellowships), for the staff of the NMSP. This program builds professional capacity. Dependent on annual funding priorities, ISCMP contributes to the NMSP Strategic Goal 6 and its objectives.

.06 International Task Force

The International Task Force is a coordination and consultation body that has broad membership from each region and each headquarters division.

The primary role of the International Task Force will be to review and evaluate ongoing and proposed international activities relevant to the NMSP strategic goals and objectives and annual program priorities, and provide advice to the International Coordinator. This team will help improve integration and alignment of existing projects as well as help allocate funds toward those projects with the highest priority. The task force will set international priorities for international activities and serve as a filter point through which requests for funding and activities are funneled. Decisions will be made to maximize connectivity to larger program goals and plans.

Ideally, the Task Force will consist of the International Coordinator, four regional representatives, a representative from the Director's Office, and one representative from each of the four program divisions (National Programs, Communications, Conservation Policy and Planning, and Maritime Heritage), and one member from the NOS International Program Office.

The task force will meet at least quarterly by phone, in conjunction with quarterly reporting cycles so that funds allocation and activity reporting schedules are synchronized.

07. Sister Sanctuary Program

The Sister Sanctuary Program is a NMSP program that involves are formal agreements between individual national marine sanctuaries and marine protected areas in other countries to share experiences and expertise. Sister sanctuary status provides the opportunity for sanctuary field and headquarters staff to interact with leadership and staff at marine protected areas around the world on a formal basis. Opportunities for interaction include: information sharing through electronic communication, site visits, training and personnel exchanges.

SECTION 5. STANDARDS

.01 NMSP's international program activities will exhibit standards of high quality. International activities will adhere to NOAA/NMSP strategic goals and objectives.

SECTION 6. RESPONSIBILITIES

.01 The NMSP International Coordinator

- a. Serves as the primary point of contact for international activities and inquiries at the national level for NMSP;
- b. Serves as the NMSP point of contact for the NOS International Program Office (IPO), and NOAA International Affairs (IA);
- c. Serves as point of contact, or delegating that duty, on appropriate international projects as requested by outside agencies;
- d. Communicates international activities on a routine basis to NMSP personnel through established mechanisms;
- e. Briefs/prepares staff newly assigned to international projects;
- f. Makes and maintains contact with international activities staff at other Federal programs;
- g. Represents the NMSP at international conferences and meetings, as appropriate;
- h. Establishes and coordinates an International Task Force of site, regional, and headquarters staff; and
- i. Ensures that international protocols are followed.

.02 The NMSP International Task Force

- a. Reviews, evaluates, and makes recommendations to the International Coordinator and NMSP Director on the International Mini-Grants Program;
- b. Reviews international activities in annual operating plans;
- c. Facilitates getting resources (including supplemental NPP funds, and access to other national and international resources) to support international projects at sites and regions;
- d. Identifies new opportunities and projects for international involvement for the NMSP, in collaboration with NOS IPO and NOAA IA;
- e. Prepares an biannual accomplishments report for international activities, and contributes to the NOS international accomplishments report;
- f. Provides assistance in developing and reporting on NMSP international performance measures to reflect international program efforts; and

g. Assists sites and HQ staff when international visitors travel to sites.

.03 The NMSP Conservation Policy and Planning Division

- a. Develops and manages the overall NMSP international project inventory and schedule;
- b. Develops and periodically updates program-wide international program guidelines;
- c. Facilitates periodic workshops to discuss lessons learned, ways to make processes more efficient, and as necessary update procedures and protocols;
- d. Facilitates and conducts training for national, regional or site staff working on international projects. Training topics may include: designing public multi-stakeholder processes, conflict management, facilitation, and communications; and capacity building.
- e. Facilitates the NOAA International Affairs notification and coordination process, including helping organize appropriate briefings with NOAA leadership;
- f. Keeps NMSP/NOS/NOAA leadership informed about all international program activities; and
- g. Hosts international visitors by escorting delegations, coordinating schedules, setting up meetings, and other tasks as necessary, including managing compliance with NOAA Administrative Orders on international visitors, guests and deemed exports.

.04 The NMSP Regions and Divisions

- a. Provide input into the scheduling of international program activities in the region as necessary to facilitate an international visit;
- b. Coordinate with regional superintendents to assess whether additional regional and/or national assets are needed;
- c. Ensure that the regional and division representative to the International Task Force is fully apprised of international activities in the region or division;
- d. Ensure that staff adheres to international travel guidelines and other international guidance, including managing compliance with NOAA Administrative Orders on international visitors, guests and deemed exports;
- e. Notify the International Coordinator of new international activities in the region or division;
- f. Manage individual projects, including those funded under the International Mini-Grant Program;
- g. Identify international project managers and/or primary point of contact for international projects; and
- h. Host international visitors by escorting delegations, coordinating schedules, setting up meetings, and other tasks as necessary.

.05 The Sanctuaries

- a. Provide input into the scheduling of international program activities at the site;
- b. Coordinate with site and regional superintendents to assess whether additional regional and/or national assets are needed;
- c. Ensure that the regional and division representative to the International Task Force is fully apprised of international activities in the region or division;
- d. Ensure that staff adheres to international travel guidelines and other international guidance, including managing compliance with NOAA Administrative Orders on international visitors, guests and deemed exports;
- e. Notify the International Coordinator of new international activities in the site;
- f. Manage individual projects, including those funded under the International Mini-Grant Program;
- g. Identify international project managers and/or primary point of contact for international projects; and
- g. Host international visitors by escorting delegations, coordinating schedules, setting up meetings, and other tasks as necessary.

.06 The NMSP Staff travelers:

- a. Follow the NMSP International Travel Guidelines (Appendix E); and
- b. Follow all other relevant travel protocols or other guidance from NOS and NOAA.

SECTION 7. AUTHORITIES

.01 National Marine Sanctuaries Act (16 U.S.C. § 1440 (c) et seq.)

APPENDIX B: SISTER SANCTUARY PROGRAM

INTRODUCTION

The National Marine Sanctuary Program (NMSP) supports “Sister Sanctuary” relationships with other countries. Sister sanctuaries are formal agreements between individual national marine sanctuaries and marine protected areas in other countries to share experiences and expertise.

PROGRAM AUTHORITY

Section 305(c) of the National Marine Sanctuary Act directs the Secretary of Commerce to cooperate with other governments and international organizations in furtherance of the NMSA for the protection and management of special marine areas. Sister sanctuaries can play an important role in international efforts to protect and manage special marine areas.

LINKAGES WITH THE NMSP STRATEGIC PLAN

Goal 6 of the NMSP Strategic Plan summarizes the NMSP’s role in international activities. The NMSP works “with the international community to strengthen global protection of marine resources, investigate and employ appropriate new management approaches, and disseminate NMSP experience and techniques.” Specifically, objective 1 of goal 6 reads: “Develop multilateral program relationships to interact with, share knowledge and experience with, and learn from international partners to improve the NMSP’s management capacity, and bring new experiences to marine protected area management in the U.S.” Clearly establishing sister sanctuary relationships around the world will further this goal.

ESTABLISHING SISTER SANCTUARY RELATIONSHIPS

The criteria for establishing a sister sanctuaries are:

- (1) Both sites should have shared or similar resources (cultural and/or natural) or policy or management challenges.
- (2) The sites should be able to communicate regularly without unbreachable impediments though various modes of technology and/or personnel exchanges as appropriate and supportable.
- (3) The sites should both be able to commit resources to support a stable, long-term relationship.

IMPLEMENTING SISTER SANCTUARY RELATIONSHIPS

Sister sanctuary status provides the opportunity for sanctuary field and headquarters staff to interact with leadership and staff at marine protected areas around the world on a formal basis. Opportunities for interaction include: information sharing through electronic communication, site visits, training and personnel exchanges. The scope of the relationship will vary from site to site depending on the needs of the partners. Sister sanctuary relationships must be established through a formal agreement, such as a Memorandum of Agreement.

The history of sister sanctuary partnerships has been limited, but include two ongoing initiatives.

The Florida Keys National Marine Sanctuary has a sister sanctuary – the Sanya Coral Reef Nature Reserve in China. The stated purpose of the agreement is the transfer of knowledge to further the understanding of complex coastal ecosystems and their protection through research, monitoring, education, and stewardship.

The Stellwagen Bank National Marine Sanctuary (SBNMS) and the Sanctuario de los Mamiferos Marinos (Navidad y Bahia de Samana) of the Dominican Republic are establishing a sister sanctuary relationship to further research, monitoring, and education involving humpback whales and the respective marine bank ecosystems which they frequent. The agreement between the two entities is being developed.

Additional sister sanctuary arrangements will be considered on a case-by-case basis. The NMSP International Task Force will consider strategic partnerships developed through sister sanctuary status.

APPENDIX C: INTERNATIONAL STUDIES AND COLLABORATIVE MANAGEMENT PROGRAM

INTRODUCTION

The International Studies and Collaborative Management Program (ISCMP) is the NMSP program to assign or detail staff on international assignments. This program is geared toward the leadership and senior staff of the NMSP (the Sanctuary Superintendents, Division Chiefs, chain of command, and other senior personnel) to build collaborative international partnerships and provide opportunities for the leadership to enhance their management skills. Specifically, the program will place leadership staff into international settings for periods of three to twelve months; each assignment will be specially crafted to take advantage of the staff member's individual expertise, fill particular needs of the international partner, produce tangible outcomes, and minimize the resources necessary to support such an assignment. The Director of the NMSP will have final authority to decide on proposed international management collaborations.

PROGRAM AUTHORITY

The NMSP has a mandate to cooperate with other governments and global programs in the protection and management of marine areas (National Marine Sanctuaries Act, sections 301(b)(9) and 305(c)). Protected area programs from other nations also offer a great deal to the ONMS in terms of ideas, experience, and expertise in integrated coastal management and marine protected areas (MPAs). Furthermore, the National Oceanic and Atmospheric Administration (NOAA) and the National Ocean Service (NOS), who administer the NMSP, envision an increased role in global leadership in integrated coastal and ocean management.

The NMSP has always strived to provide training opportunities for all of its staff as summarized in its official training policy: to support and encourage training, skill-building, and continuing education for all of its employees, including both GS employees and contractors, for their professional growth and in anticipation of the future evolution of the program (NMSP's Training and Continuing Education Policy, 2002). This is particularly true for the evolution of NMSP's leadership. The overriding goal is to ensure such staff has the necessary tools and personal energy to serve as effective trustees for the nation's designated network of marine protected areas, to broaden management skills and perspectives, and ensure the succession of new leaders.

PROGRAM BENEFITS

To be effective stewards of the NMSP, Sanctuary Superintendents and other leaders work with a huge array of partners to deliver the necessary services expected by local communities and the broader nation. Examples of these partnerships and collaborations exist throughout the nation, and include research partners, community groups to disseminate information to the general public, educational partners to aid with education missions, non-governmental organizations who share the vision for managing coastal resources, and most commonly, with governmental agencies, such as state resource managers and local municipalities. The NMSP also works closely

with NOS's International Program Office (IPO) in numerous projects.

Because marine protected areas exist around the world and because of the NMSP's international mandate, the NMSP has and will continue to have effective partnerships with IPO and with other nations who manage similar MPA programs. Many short-term exchanges (lasting usually for a few days to several weeks) have occurred between the NMSP and other countries, such as South Korea and Australia, in the past few years. Full scale international collaborations would be greatly enhanced with concentrated, focused outreach, exchange and group effort that can only result by placing NMSP leadership in other countries for extended periods of time.

As discussed above, the NMSP has always strived to provide training opportunities for all of its staff, including effectively training its leadership to best serve as trustees of the nation's marine protected areas. A number of managers have been placed into NOAA's Leadership Competency Development Program, and other leadership training opportunities. However, site and branch managers often have a difficult time participating in these programs due to the distribution nature of the sites and the ongoing, daily demands of managers. Enhancing existing competencies and building new skills in integrated coastal and MPA management efforts is difficult under such conditions, and one or two-day seminars and conferences simply do not provide the depth of information or experience that is needed. An extended international assignment for a Sanctuary Superintendent, Regional Superintendent, or Division Chief will also allow an existing staff member the training opportunity to serve as acting superintendent or acting division chief, thereby compounding the growth and training benefits of this program. This natural consequence magnifies the NMSP's and NOS's ability to develop its leadership for the future.

Daily site and national program management responsibilities are also extremely stressful; the NMSP has found that after many years, leadership can benefit from temporary opportunities and assignments to rekindle the passion necessary to be effective managers. These concepts are familiar to other site-based management programs, such as the National Park Service, U.S. Forest Service and Bureau of Land Management, who respond by rotating site managers every 2-5 years to new sites to provide new perspectives and opportunities for managers, and new ideas and energy to the sites being managed.

PRIMARY PROGRAM PRINCIPLES

The NMSP will place site and headquarters leadership with international partners to meet program and NOS objectives and provide management training opportunities. Principles of assignments will include:

Partners are identified in advance of an assignment;

- Goals, expectations and outcomes are identified in advance, yet refined during the manager's time in the partnership to stay flexible and responsive to host programs;
- Costs of travel and reasonable expenses will be covered by headquarters or site funds, or a combination thereof, and expenses will be minimized where possible;

- Availability and duration of assignments would be subject to the availability of funds to support such projects;
- All assignments must result in concrete outcomes and products such as long-term exchange partnerships with other nations/programs, publications, web site updates, written reports and internal and external presentations and training seminars upon return;
- Leadership staff will be eligible to seek an International Management Collaboration assignment after working in good standing for the NMSP for at least five years, and will not be eligible for a second until at least five years have elapsed since completing a first assignment;
- The NMSP international staff will work closely with NOS International Program Office to identify and cultivate international collaboration opportunities and strategic needs;
- “Acting” site or branch managers will be identified from within the NMSP, with the replacement(s) for the manager involved in a collaborative assignment coming from within that manager’s site or branch to further magnify the training benefits to the program and personnel;
- The NMSP will have no more than one manager involved in a collaboration assignment at a time, except for brief periods of overlap; and
- The NMSP Director has the discretion to approve each assignment and the details and expectations of each.

PROGRAM IMPLEMENTATION

The initial assignment under ISCMP has been completed. The Superintendent of the Monterey Bay National Marine Sanctuary, William J. Douros, was detailed for a six-month assignment in Italy. Mr. Douros worked from the Aquarium of Genoa concentrating on four core program areas that expanded the NMSP’s knowledge base for managing marine ecosystems and expanded outreach and collaboration possibilities to our growing partnerships in Italy and the Mediterranean Basin. A report of his experience has been prepared and distributed.

Any subsequent ISCMP assignments will be made based upon the factors above and on information provided via the following application. Applications, or any questions concerning the ISCMP program, should be directed toward the International Coordinator.

ISCMP APPLICATION

The application will be attached electronically when the International Action Plan is placed online. Reference Attachment C1: ISCMP Application online.

APPENDIX D: INTERNATIONAL MINI-GRANTS PROGRAM

INTRODUCTION

The International Mini-Grants Program is a funding initiative of the National Marine Sanctuary Program (NMSP) introduced in 2006. Mini-grant funding is aimed at providing national marine sanctuaries staff with the opportunity to pursue low cost, short-term international projects that further the goals of the NMSP International Program. Mini-grant funding is not intended to be a sustained funding source for international projects, but rather on a project-project short term basis.

International mini-grant funding is distributed only to national marine sanctuaries, although other federal, state and tribal agencies as well as NGOs can act as partners, especially if they are contributing funds to support the program. Additionally, international entities are encouraged to act as partners.

PROGRAM GOALS

The NMSP International Program was formally established in July 2005 at the Conservation Policy and Planning Branch's International Retreat in Silver Spring, Maryland. The NMSP International Program addresses Goals 2 and 6 of the NMSP Strategic Plan 2005-2015.

Goal 2: Build and strengthen the nation-wide system of marine sanctuaries, maintain and enhance the role of the NMSP's system in larger marine protected area networks, and help provide both national and international leadership for marine protected area management and marine resource stewardship.

Goal 6: Work with the international community to strengthen global protection of marine resources, investigate and employ appropriate new management approaches, and disseminate NMSP experience and techniques. This goal has 4 objectives:

THRESHOLD CRITERIA

The following factors must be met for applications to be considered eligible for mini-grant funding:

1. Proposals must reflect well-developed ideas, be clearly articulated and ready to implement;
2. Project directly involves at least one national marine sanctuary or the NWHICRER and must include an international component;
3. Proposals must include evidence of commitment by international partners, including a credible budget and be technically sound;
4. Project has defined, achievable performance measures (i.e., outputs or outcomes);
5. End of project will result in final report and strategy for dissemination of results, as appropriate;
6. No salaries/wages for NMSP personnel can be included; and
7. While no cost limit is established for any given proposal, a recommended target would be \$_____ to \$_____

_____, to allow several proposals to be funded this fiscal year.

RANKING CRITERIA

1. The proposed project will directly address one or more goals or objectives of the NMSP strategic plan to benefit the national marine sanctuaries as well as marine protected areas in other nations. (3 points)
2. The project addresses one or more of the program priorities identified for the fiscal year. (3 points)
3. Proposal explores a topic or geographic area that has not received much attention from the NMSP in the past (1 point).
4. Project outcomes can be evaluated and a report generated. (1 points)
5. Proposal reflects an innovative approach. (1 point)
6. Proposal provides convincing plan for obligating funds within the fiscal year the funds are made and for carrying the project to a successful conclusion. (1 point)

PROPOSAL FORMAT

Each proposal shall include:

1. Cover sheet listing participating sanctuaries, domestic and international partners, and identifying project principal investigator.
2. Narrative description of project including how the project addresses the goals or objectives of the NMSP Strategic Plan, how the project will be implemented, the expected outcomes and performance measures, and a strategy for dissemination of results to other sanctuaries and marine protected areas in other countries;
3. Analysis of project describing how the proposal addresses the threshold criteria and ranking criteria.
4. Project timeline;
5. Project budget;
6. Project budget spreadsheet showing 4 columns (national funding, site funding, 3rd party funding, and total) and funding timeline; and
7. Support letters signed by sanctuary superintendents, regional superintendents and authorized representatives of participating partners.

Deadlines:

_____ International Mini-Grant Program Proposals Due

_____ Award Announcement made

_____ Dissemination of Funds

_____ Semi-annual progress report due

_____ Grantee Final Report Due

NOTE: Funds must be obligated by _____.

APPLICATION AND REVIEW PROCEDURES

1. Electronic copies of proposals must be submitted by _____ to:

Elizabeth Moore

Chief, Conservation Policy and Planning Division

National Marine Sanctuary Program

Elizabeth.Moore@noaa.gov

2. Review panel may include, but is not limited to: Chief, Conservation Policy and Planning Branch, NMSP Director designee, and at least three members of the NMSP International Task Force.

3. Proposals are scored according to the numerical criteria provided above and ranked, and those that fall within the mini-grant allocation will be submitted for approval by the International Coordinator and the NMSP Director.

4. Funds will be released for projects upon their approval by the NMSP Director.

Questions about the NMSP International Program and the International Mini-Grants Program should be directed to Elizabeth Moore at Elizabeth.Moore@noaa.gov.

APPENDIX E: INTERNATIONAL TRAVEL GUIDELINES

INTRODUCTION

Obtaining approval for federal employees to travel abroad (including to Mexico and Canada) is more complex than normal domestic travel, requiring significant additional steps and time. These guidelines, consistent with NOS and NAO guidance, discuss the steps necessary and provide the additional documentation needed for the approval process. These guidelines are for use to help facilitate international travel by NMSP employees and should not be construed to replace NOAA travel regulations. All employees engaging in foreign travel for official purposes should be familiar with NOAA travel regulations contained in Attachment 1 and online at http://www.rdc.noaa.gov/~finance/TR.chapter_306.htm.

PRE-TRIP STEPS

Step 1: Obtain supervisory approval for the trip at least nine to ten weeks ahead of the day of departure. Call SATO and make arrangements for the trip.

Step 2: Send an email to NMSP International Coordinator as an FYI and in case any coordination is necessary.

Step 3: Determine accounting code of the funds that will be used to pay for the travel. In some cases, this will be a unit's account; in other cases it may be a national program priority or other special account.

Step 4: Prepare the paperwork for the trip. Be sure to check the NOAA Foreign Travel website <<<http://www.corporateservices.noaa.gov/%7efinance/FT.html>>> when verifying foreign travel requirements, especially when verifying visa requirements. The required paperwork includes:

- Travel Order – The travel order is prepared by the administrative staff of the traveler's unit but requires the signature of the traveler's supervisor AND approval at the NOS level, ideally six weeks prior to travel (eight weeks if a government passport is needed; please see step 5). All international travel requires NOS approval. Please ensure that the appropriate signature blocks and accounting codes are used in preparing the travel order, and that any reasonably anticipated travel costs are authorized. Also, please include a copy of the traveler's itinerary with the travel order.

- Government Passport – When a federal employee travels abroad on official business, he or she is required to travel on an official government passport ("red passport"). If a traveler does not have an official government passport, they must fill out a passport application by mail (DS-82) form; in some circumstances, the traveler may need to complete a DS-11 form; both forms and instructions can be found at http://travel.state.gov/passport/passport_1738.html for

guidance and forms), and send it, two passport photos, and his or her personal passport along with the rest of the travel package. Employees may use either the online version or the printable version of the State Department forms, however if the printable version is used, the information must be typed on the form. The State Department only accepts the 09/2005 version of these forms. The regular passport will be returned along with the new government passport at the conclusion of the approval process. In many cases, the NOAA security office can take the passport photos for the traveler. There are also a number of commercial firms that also will take passport photos. Please note that official government passports are issued on an as-needed basis for a specific trip and only accompanied by a signed travel order.

- **Country Clearance Form** – The State Department requires that notification be given to the appropriate embassy of the country being visited by federal employees on official business. This helps protect the employee since the embassy will be aware of their presence and can assist them as necessary in case of sickness, injury, unrest, or other problems. The country clearance form (Attachment 2) must be filled out as completely as possible and included with the travel package.
- **Visa Application Form/Invitation Letters** – Different countries have different requirements for entry, including some specifically for travelers on official business instead of leisure travel. The visa requirements of each country can be found starting on page 7-9 of the NOAA Travel Regulations in Attachment 1. Visa applications are usually available online from the country's embassy. Also see the website <http://traveldocs.com/> that provides visa forms electronically. Some countries require letters of invitation before they will issue a visa; travelers should ensure that letters of invitation are included with the package. Visa photos must be submitted on photo paper and cannot be submitted on regular paper. Ideally, visa photos should be submitted as the standard size of 2x2 inches, as required by the Department of State for passports, although the NOAA Travel Office will accept other sizes as long as the embassy accepts them as well.
- **Defensive Travel Briefing Acknowledgment Form** – NOAA travel regulations require that every NOAA employee going on official travel read a defensive travel briefing that provides safety and security guidance and ensures the traveler is aware of his or her security responsibilities as a federal employee on foreign travel. The traveler should read the entire defensive travel briefing starting on page 7-3 of the NOAA travel regulations in Attachment 1. The traveler should then fill out and sign the acknowledgment form on page 7-8 and include it with the travel package.
- **Information Memo** – If discussions during the trip will result in (a) signing or negotiations on developing a formal agreement or (b) establishing a long – term programmatic relationship, then an information memo through IPO is required. The information memo is used to officially notify NOS IPO and NOAA International about the trip. It should be prepared according to the template in Attachment 3 and forwarded by email to the NMSP International Coordinator.

- Notification of the U.S. Embassy - For trips longer than two weeks or for interactions that require more than two visits, notify the Science Officer of the U.S. Embassy of the host country with the traveler's itinerary.

Step 5: Submit the travel package in its entirety to Debbie Heath at HQ. Please include point of contact name, address, and phone number in each foreign travel package. Please use federal express when sending the travel package to HQ; this provides better security for sending passports and allows for tracking the package to ensure delivery. Ideally eight weeks is required for full processing of all the paperwork; four weeks is the absolute minimum. If the package is submitted less than four weeks before the departure date, a justification letter is required explaining why the package is late. For all rush packages, the NOAA Travel Office (NTO) requests that an unsigned order be sent directly to Chasity Donaldson of NTO, along with a formal memorandum explaining the rush and any other applicable visa/passport paperwork. In addition, a "heads-up" email needs to be sent to the servicing headquarters point of contact, as well as to Chasity Donaldson explaining the rush situation and the fact that the visa/passport paperwork is going directly to NTO and not to headquarters. Copies of all documents sent directly to Chasity must accompany the rest of the foreign travel package that is sent to headquarters for approval. Even with justification, there is no guarantee that NOAA, the State Department, and/or the embassy issuing the visa (if necessary) will meet the traveler's deadlines. If there is any question about whether or not a package is a rush, please call Chasity Donaldson from NTO.

Step 6: Check in on a regular basis to make sure that the approval process is proceeding.

Step 7: Upon approval, the traveler should receive from HQ a signed travel order and government passport including any necessary visas. The traveler will receive confirmation of country clearance electronically from NOS IPO.

POST-TRIP STEPS

Step 1: Secure the government passports. The NOAA travel regulations require that government passports be returned for safekeeping to the NOAA Travel Office. However, employees who are frequently on foreign travel may keep their passports in a locked safe in their offices. The passports must never be kept at home.

Step 2: Prepare and submit a travel voucher. Please ensure that all accounting codes are accurate and that all receipts are included. Also, please ensure that all amounts have been converted to U.S. currency. Numerous currency converters are available online; the one at <http://www.oanda.com/convert/classic> allows you to convert based on a conversion rate for a specific date and a specific currency.

Step 3: Prepare and submit a trip report to the NMSP International Coordinator. The traveler should use the format

of the trip report included as Attachment 4. Trip reports will be posted to the intranet for any interested staff to read. The traveler should also make use of other ways to share the information and experience gained on the trip, including brown bag presentations.

ATTACHMENTS

The attachments will be added electronically after the International Program Action Plan is posted online.

Attachment E1: NOAA Travel Regulations including Defensive Travel Briefing Acknowledgment Form

Attachment E2: Country Clearance Form

Attachment E3: Trip Information Memo

Attachment E4: Trip Report Format

APPENDIX F: CLEARANCE FOR FOREIGN VISITORS AND GUESTS

Through Administrative Order (NAO) 207-12, NOAA has set specific procedures for allowing foreign visitors' and guests' access to NOAA facilities. This NAO also sets forth responsibilities and requirements to safeguard technology subject to Export Administration Regulations controls to prevent inappropriate release or transfer of controlled technology to foreign nationals.

ATTACHMENTS

The attachments will be added electronically after the International Program Action Plan is posted online.

Attachment F1: NAO 207-12 Technology Control and Foreign National Access (Includes certification forms in Appendix B of the NAO)

Attachment F2: NOS Foreign National Visitor and Guest Clearance Process

Attachment F3: Foreign National Information Sheet

Attachment F4: Endorsement Supplement

Attachment F5: Model Cover Memo to Request Clearance for Foreign Nationals

Attachment F6: Guidance on Foreign National Access to NMAO Facilities and Platforms

Attachment F7: Deemed Export Tool for Researchers

APPENDIX G: INTERNATIONAL PROJECT INVENTORY

The FYO6 Project Inventory will be added electronically after the International Program Action Plan is posted online. See Attachment G1: International Project Inventory online.

APPENDIX H: INTERNATIONAL CAPACITY INVENTORY

The capacity inventory will be added electronically after the International Program Action Plan is posted online. See Attachment H1: International Capacity Inventory online.

